



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
for
DEVELOPMENT AGREEMENT AMENDMENT**

A. PURPOSE

The Development Approval Amendment process is intended to allow for review and modification of plans previously approved through any of the City's discretionary approval process.

B. FILING REQUIREMENTS

1. Uniform Application
2. Letter of Request (see section C)
3. Public Hearing Noticing Requirements (see section D)
4. Filing Fee (see Fee Schedule attached to the Uniform Application)

C. LETTER OF REQUEST

The letter of request must specifically indicate why the approved project can not be completed as approved. List the specific sections you are applying to amend, and identify alternate commitments. Include the following information:

1. The specific section(s) of the Development Agreement that you are applying to amend and include the changes you are requesting.
2. Provide specific information indicating why the approved project cannot be completed as approved.
3. Identify alternate commitments you propose as amendments.

D. PUBLIC HEARING NOTICING REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)

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2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application